



National Aeronautics and Space
Administration
Goddard Space Flight Center

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ANNOUNCEMENT

SUBJECT: TIME-OFF AWARDS

Time-off awards are a type of recognition, applicable to a variety of employee accomplishments, granting employees time-off without charge to leave or loss of pay. The awards are for designated increments ranging from 8 to 40 hours and historically needed to be taken within one year after the effective date of the award. Due to regulatory changes governing time-off awards, the one-year time restriction will no longer be applicable.

Employees who are granted time-off awards may now apply the time-off to any future time period. This is applicable to all awardees with time-off scheduled to expire August 8, 2004 or thereafter.

Other provisions of time-off awards are still in effect. A time-off award can only be used for an absence and therefore cannot be converted to a cash payment, transferred upon employment with another Federal agency, or donated to a leave recipient.

For further information, see the OHR website: <http://ohr.gsfc.nasa.gov/awards/home.htm> or call Esther Johnson at (301) 286-0023. The GPD 3451.1D, "Incentive Awards and Recognition" dated September 23, 2002 will be amended to reflect this change.

for Arletta R. Love, Chief
Career Development and Employee Worklife Office

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